

Our Motto is "The Pursuit of Excellence"

Attendance and Education Welfare Officer

Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description: Lead the Trust's Attendance Team promoting strategies which secure outstanding attendance and punctuality and reducing unauthorised absence. To support learning participation and encourage social inclusion. The post holder will also provide pastoral and administrative support to the Student Centre when required.

Job Purpose: To lead the Trust's Attendance Team in providing operational and administrative support to promote the school/college attendance strategies.

To support parents/carers to improve their children's attendance thereby improving their access to learning, enabling all children and young people to maximise their educational opportunities.

Job Title: Attendance and Education Welfare Officer

Location: Wootton Upper School and Kimberley 16-19 STEM College

Reporting Line: Assistant Head: Behaviour and Attendance and Deputy Head of School

Line management responsibility for: Attendance Team

Hours: **37 hours per week (Term Time including 5 training days)**
 08:00 - 16:00 Monday - Thursday [unpaid half-hour lunch break]
 08:00 - 15:30 Friday [unpaid half-hour lunch break]
The above hours will be flexible due to the need for occasional early morning/ late afternoon visits to parents and carers.

Principal Accountabilities/ Responsibilities

Operating within agreed legal, professional and ethical boundaries when working with children and young people and those involved with them.

Developing and maintaining appropriate contact with the families and carers of children and young people who have identified attendance needs.

Negotiating, establishing and maintaining effective working partnerships with other agencies and individuals in order to help remove barriers to attendance for children and young people.

The Line Management and Performance Management of Attendance Team staff.

Line manage the Attendance team and work with them to:

- ensure registers are completed accurately, and attendance data is recorded accurately and in a timely manner.
- maintain high quality communication with parents/carers on a day to day basis with regard to absence and punctuality, aiming in particular to make contact on the first day of a child's absence by telephone or text message and including preparation letters to parents/carers regarding student absence in consultation with form tutors.
- produce appropriate absence and lateness reports and spreadsheets to include analysis on SEN, ethnicity, gender and looked after children.
- work with and support students whose attendance begins to fall to avoid them becoming Persistent Absentees.
- monitor the welfare of pupils through communication with students and parents regarding their attendance, and monitor the return of students who have been absent ensuring a smooth return by working collaboratively with other staff. Ensure that accurate records are kept of all communication.
- maintain pupil files to include new intake, current pupil files, CP files and historic files. Produce and write contract letters as required.
- ensure that a Free School Meal entitlement check is undertaken for all admissions to the Academy to ensure that the Free School Meal uptake remains as high as possible.
- Maintain records for free school meals, issue new forms and forms for renewals. Ensure students and parents apply for their FSM entitlement and provide support for completing the forms as required.

Liaise closely with the Education Welfare Service to ensure all appropriate actions are in place to improve attendance.

To work closely with parents to identify why their child is not achieving full attendance.

Complete Early Help Assessments (EHAs) with families to access support as necessary.

Complete home visits if necessary to support improved attendance.

Lead school wide attendance incentive schemes and administer as appropriate
Report attendance information to the Year Leaders in order that they can take appropriate action with Form Tutors.

Liaise with parents regarding any pupil's medical needs, ensuring the information is recorded and shared with the appropriate staff, checking termly on updates.

Meet with children who are Young Carers and providing support, understanding that these pupils have specific barriers to attending school.

Ensure that Health and Safety issues are properly understood and procedures followed.

Ensure that all safeguarding policies and procedures are strictly adhered to.

General

Wootton Academy Trust requires that all staff receive Safeguarding training, and have read and strictly adhere to the Trust's Safeguarding & Child Protection Policy.

To be responsible for promoting and safeguarding the welfare of children and for raising any concerns in line with Trust procedures. To complete all statutory training.

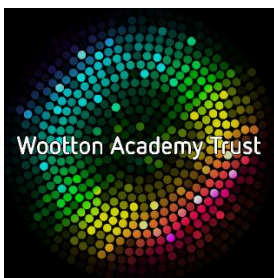
To be responsible for promoting British values, including tolerance and for challenging any extremist views expressed by visitors, students or anybody else on the Wootton Academy Trust's sites and away from the sites on school trips and visits.

Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.

To be responsible for following health and safety requirements in line with Trust policy and procedures.

Undertake further training as required for your areas of responsibility.

Undertake any other duties of a similar level and responsibility as may be required.



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Attendance and Education Welfare Officer		
Person Specification		
	Essential Criteria	Desirable Criteria
Qualifications	<p>Educated to Level 3 [A level equivalent] and with a minimum of 5 GCSE passes A* to C grades including English and Maths or equivalent.</p> <p>Evidence of continuous professional development.</p>	<p>Level 4+ qualifications</p> <p>Level 3 Child Safeguarding qualification</p> <p>Trained First Aider or willingness to undertake the training.</p> <p>Trained Fire Marshall or willingness to undertake the training.</p>
Experience	<p>Experience of using an education welfare, social work or counselling approach to work with parents/carers and children.</p> <p>Experience of working in the education system and in multi-agency settings.</p> <p>Experience of working with children and young people.</p>	<p>Experience of working within a school/college environment.</p>
Knowledge & Skills	<p>Knowledge of attendance process and procedures and legal implications/actions needed.</p> <p>Ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Ability to work both independently and as part of a team.</p> <p>Methodical and accurate with strong attention to detail.</p> <p>Excellent communications skills and the capacity to be approachable and helpful but sufficiently robust to ensure compliance with procedures.</p> <p>Ability to form sound relationships with colleagues and the wider school community.</p>	<p>Knowledge of SIMS.</p> <p>Awareness of a range of current issues affecting young people and strategies to address them.</p>

	<p>Excellent knowledge of MS office including word and excel.</p> <p>Ability to produce and collate reports.</p> <p>Well organised, efficient and highly motivated with an ability to prioritise your own workload.</p>	
<p>Personal competencies and qualities</p>	<p>To have a passion for “making a difference” and ensuring student life opportunities are enhanced.</p> <p>To be able to reach out to and motivate students who feel disengaged, disaffected and often struggle to trust adults.</p> <p>Enthusiastic and self-motivated.</p> <p>Diplomatic, confidential and professional.</p> <p>Willingness to be flexible to meet the needs of Wootton Academy Trust.</p>	